

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item:	Approval of Professional Services Agreement with Fehr Graham – Subdivision Sign Easements (Chicory Ridge & Hawks Pointe)		
Date:	February 27, 2026	Meeting:	COTW – March 3, 2026
Prepared by:	Josef Kurlinkus	Department:	Administration

Overview/Background Information

The Village Board previously authorized the fabrication of subdivision entrance signs for the Chicory Ridge and Hawks Pointe subdivisions. The property owners have been identified and contacted, the necessary easement language has been prepared by the Village Attorney, and the signs have been completed.

The final outstanding item prior to installation is the preparation of legal descriptions and easement exhibits for the properties on which the signs will be located. This work must be completed and recorded prior to installation to ensure proper legal access and long-term maintenance rights for the Village.

The Village has been awaiting this proposal from Fehr Graham for several months. While the timing has been extended, this is the final procedural step necessary before proceeding with installation.

Key Issues

Fehr Graham proposes to prepare five (5) legal descriptions and easement exhibits for approximately 15’ x 15’ subdivision sign easements for the following parcels, as outlined in their February 20, 2026 proposal :

- 450 Santolina Drive
- 528 Santolina Drive
- 10288 Fawn Prairie Drive
- 10052 Fawn Prairie Drive
- 10482 Hawks Pointe Trail **or** 10439 Hawks Pointe Trail

The documents will be reviewed by the Village Attorney prior to securing property owner signatures and recording.

Fehr Graham has indicated the work can be completed within tn (10) business days of authorization to proceed

Fiscal Note/Budget Impact

The proposed lump sum fee for preparation of the five (5) legal descriptions and exhibits is **\$4,500 (\$900 per easement)** .

While the cost may appear elevated relative to the limited physical scope of work, the Village Board has previously made the policy decision to continue utilizing the Village’s general engineering firm for this type of professional service work rather than seeking alternative firms.

Action Required/Recommendation

Staff recommends approval of the Agreement for Professional Services with Fehr Graham in the amount of \$4,500 for preparation of the subdivision sign easement legal descriptions and exhibits, as this is the final step required prior to installation of the Chicory Ridge and Hawks Pointe subdivision signs. Once completed, executed and recorded, installation of the fabricated signs can proceed.